

# Special Education Template (Pennsylvania) [.2251 - .2303]

Last Modified on 06/28/2023 12:36 pm CDT

You are viewing a previous version of this article. See [Special Education Template \(Pennsylvania\)](#) for the most current information.

[Report Logic](#) | [Report Editor](#) | [Generate the Special Education Template](#) | [Report Layout](#)

**Classic View:** PA State Reporting > Special Education Extracts > Special Education Template

**Search Terms:** Special Education Extracts

The Special Education Template describes the primary details of students' participation in special education programming and services as of December 1 of the current school year. Only students in school age programs K4-12 who have a valid IEP on December 1 are included in the December Submission.

## Report Logic

When the Resident District (Student Information > General > Enrollments > State Reporting Fields > Resident District) does not match the State District Number (School > Resources > District Information > State District Number), the student does NOT report.

In order to be included in the **December Reporting Period**, a student must be:

- Actively enrolled with a primary enrollment type as of the entered Effective Date on the report editor AND
- Have an Enrollment Special Education Status of Y AND
- Have a locked IEP as of the Effective Date. The student's IEP End Date can be before the entered Effective Date but must be within the reporting year.

An enrollment that ends AFTER the Effective Date is not reported.

One record per district code, school year date, student ID and snapshot date is reported.

For the **July Reporting Period**, there are two report populations reported for any student ever enrolled in the selected calendar (previous school year):

1. All students age 14 or older report, as of the entered Effective Date, who had an active IEP during the report period.
  - The IEP must be locked.
  - The IEP Start Date is before or within the instructional days of the selected calendar. That means the IEP Start Date can begin in the previous school year with an end date in the current school year.
  - The IEP End Date is within or after the instructional days of the selected calendar.
  - The student has an Enrollment Special Ed Status of E or Y within the school year.

2. Any student who has the "Does the student have a transition plan as part of their IEP?" marked on their Transition State Reporting editor of the IEP.
  - The IEP must be locked.
  - The IEP Start Date is before or within the instructional days of the selected calendar. That means the IEP Start Date can begin in the previous school year with an end date in the current school year.
  - The IEP End Date is within or after the instructional days of the selected calendar.
  - The student's Enrollment End Date is not populated or is within the instructional days of the selected calendar.

## Report Editor

Field	Description
<b>Extract Type</b>	Determines the type of Extract being generated. For this extract, select <b>Special Education Template</b> .
<b>Reporting Period</b>	Indicates the time of year for which the extract is being generated. Options are December or July.
<b>Effective Date</b>	Entered date causes the extract to report all students actively enrolled as of that date and/or all data as of this date. This date entered is considered the end date of the reporting period, unless it is a snapshot extract.
<b>Report All Resident Districts</b>	When marked, students report whose Resident District does not match the Enrolled District.
<b>Format</b>	Determines how the extract generates. Extracts can be generated in State Format (comma delimited) or HTML. Use the HTML format for reviewing and verifying data prior to submission to the state. Use the State Format for submitting the data to the Department of Education.
<b>Report Protected Identities</b>	When marked, last name, first name, middle name, suffix, and gender information reports from the <a href="#">Protected Identity Information</a> section on the Identities editor, when the fields are populated.
<b>Report All Addresses</b>	When marked, address fields included in the report (Address 1, Address 2, City, State, Zip) report for each student record. When not marked, address information only reports for Special Education and CTE students only.
<b>Ad hoc Filter</b>	Select an existing ad hoc filter from which to report students. Only those students included in the <b>Student</b> Data Type filter and who meet the reporting population are included in the extract.
<b>Select Grades</b>	Select which grade levels to include on the report.

Field	Description
<b>Calendars</b>	At least one calendar must be selected when generating an extract. Calendars can be selected by the Active Year, by School or by Year. When a calendar is chosen in the Campus toolbar, that calendar is automatically be selected.
<b>Report Generation</b>	To generate the report immediately, use the <b>Generate Extract</b> option. To choose when the report generates, use the <b>Submit to Batch</b> option. Submit to Batch is useful when generating the report for several calendars or for larger amounts of data being reported. See the <a href="#">Batch Queue</a> article for more information.

## Generate the Special Education Template

1. Select **Special Education Template** from the **Extract Type** dropdown list.
2. Select the appropriate **Reporting Period**.
3. Enter the **Effective Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
4. Select the **Format** of the extract.
5. Select the appropriate **Calendar(s)** from which to include data on the extract.
6. Click the **Generate Extract** button or the **Submit to Batch** button, if available. The extract displays in the selected format.

Special Education Snapshot Records:1476									
DistrictCode	LocationCode	SchoolYearDate	Filler4	StudentID	Filler6	Filler7	Filler8	Filler9	SpedTeacherName
122092	1234	2009-06-30		1111111111					Smith
122092	1234	2008-06-30		1111111111					Smith
122092	1234	2008-06-30		1111111111					Smith
122092	1234	2008-06-30		1111111111					Smith
122092	1234	2009-06-30		1111111111					Smith
122092	1234	2008-06-30		1111111111					Smith

*Special Education Snapshot, HTML Format*

## Report Layout

Element Name	Description	Location
--------------	-------------	----------

Element Name	Description	Location
<b>District Code</b>	<p>Reports the State District Number of the reporting school unless there is a different district located in the Serving District.</p> <p><i>Numeric, 9 digits</i></p>	<p>System Administration &gt; Resources &gt; District Information &gt; State District Number</p> <p>District.number</p> <hr/> <p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Serving District</p> <p>Enrollment.servingDistrict</p>
<b>Location Code</b>	<p>State School Number of the reporting school.</p> <p>This code reports from the Location Code Override field on the student's Enrollment editor, when populated.</p> <p>When the Location Code Override field is not populated, the school number field reports from the Alt School Number field on the School editor.</p> <p>When both the Location Code field and the Alt School Number field are not populated, the Location Code reports from the State School Number.</p> <p><i>Numeric, 4 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Location Code Override</p> <p>Enrollment.locationCodeOverride</p> <hr/> <p>System Administration &gt; Resources &gt; School &gt; Alt School Number, State School Number</p> <p>School.altNumber School.number</p>
<b>School Year Date</b>	<p>End date of the school year. Reports a value of June 30.</p> <p><i>Date field, 10 characters (YYYY-MM-DD)</i></p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; Calendar School Years</p> <p>Term.endDate</p>
<b>Filler Field 4</b>	<p>This field does not report.</p>	<p>N/A</p>

Element Name	Description	Location
<b>Student ID</b>	<p>Unique identification number assigned to the student.</p> <p><i>Numeric, 10 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; State ID</p> <p>Person.stateID</p>
<b>Filler Field 6-9</b>	<p>These fields do not report.</p>	N/A
<b>Special Education Teacher Name</b>	<p>Reports the last name of the Case Manager assigned to the student as of the report Effective Date.</p> <p>When there is no Case Manager, a blank value reports.</p> <p>When there is more than one Case Manager, the most recent record reports.</p> <p><i>Alphabetic, 30 characters</i></p>	<p>Student Information &gt; Special Education &gt; Team Members &gt; Caseload Role = Case Manager</p> <p>TeamMember.role</p>
<b>Primary Disability</b>	<p>Reports the student's primary disability as identified on the Evaluation/Reevaluation Report.</p> <p><i>Numeric, 4 digits</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Enrollment Status &gt; Primary Disability</p> <p>PlanState.disability1</p>
<b>Secondary Disability</b>	<p>Reports the student's secondary disability as identified on the Evaluation/Reevaluation Report.</p> <p><i>Numeric, 4 digits</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Enrollment Status &gt; Secondary Disability</p> <p>PlanState.disability2</p>
<b>Filler Field 13-14</b>	<p>These fields do not report.</p>	N/A
<b>Amount of Special Education Services</b>	<p>Reports the amount of Special Education Services as identified on the IEP or Notice of Recommended Education Placement.</p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Plan Header &gt; Amount of Services</p> <p>Student Information &gt; Special Education &gt;</p>

Element Name	Description	Location
	<p>Information reports from the Amount of Special Education Services field on the Education Plan Header. When that field is not populated, information reports from the Type of Support field on the Education Placement editor.</p> <ul style="list-style-type: none"> <li>• Reports 01 when <i>Itinerant: Special education supports and services provided by special education personnel for 20% or less of the school day</i> is marked.</li> <li>• Reports 06 when <i>Supplemental: Special education supports and services provided by special education personnel for more than 20% of the day but less than 80% of the school day</i> is marked.</li> <li>• Reports 04 when <i>Full-Time: Special education supports and services provided by special education personnel for 80% or more of the school day</i> is marked.</li> </ul> <p>Reports from the most recent IEP Created Date before or on the report generation Effective Date. This reports from the 2021, 2021.2 and 2022 IEP print formats. See the <a href="#">Pennsylvania Individual Education Plan</a> article for additional information.</p>	<p>Documents &gt; IEP Form &gt; Education Plan &gt; Placement Support</p> <p>SEPlan.amount SpedServices SEPLRE.placementPct</p>

Element Name	Numeric, 2 digits Description	Location
Filler Field 16	This field does not report.	N/A
Type of Support	<p>Reports the support provided based on students' needs.</p> <p>Information reports from the Type of Special Education Supports Primary Support field on the Education Placement editor.</p> <ul style="list-style-type: none"> <li>• Report 01 when Learning Support is selected.</li> <li>• Report 02 when Life Skill is selected.</li> <li>• Report 03 when Multi-Disabilities is selected.</li> <li>• Report 04 when Emotional Support is selected.</li> <li>• Report 06 when Deaf/Hearing Impaired Support is selected.</li> <li>• Report 07 when Speech and Language Support is selected.</li> <li>• Report 08 when Physical Support is selected.</li> <li>• Report 10 when Blind Visually Impaired Support is selected.</li> <li>• Report 26 when Autistic Support is selected.</li> </ul> <p>Reports from the most recent IEP Created Date before or on the report generation Effective Date. This reports from the 2021, 2021.2 and 2022 IEP print formats.</p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Plan Header &gt; Type of Support</p> <p>Student Information &gt; Special Education &gt; Documents &gt; IEP Form &gt; Education Plan &gt; Placement Support</p> <p>SEPlan.supportType SEPLRE.optionsConsidered</p>

Element Name	Description	Location
	<p>See the <a href="#">Pennsylvania Individual Education Plan</a> article for additional information.</p> <p><i>Numeric, 2 digits</i></p>	
<b>Filler Field 18-31</b>	These fields do not report.	N/A
<b>Primary Placement Type</b>	<p>Indicates a student placed in a residential facility or group home in the same state by a non-educational agency.</p> <p>Reports a value of Y when the IEP Plan Header field of 'Was this student agency placed?' is marked, or when the Student Status field on the student's enrollment record is R: Court/Agency Placed.</p> <p>Otherwise, reports a value of N.</p> <p>Reports from the most recent IEP Created Date before or on the report generation Effective Date.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; IEP Form &gt; Plan Header &gt; Was this student agency placed? = Y</p> <p>SEPlan.initiated</p> <hr/> <p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Student Status = R: Court/Agency Placed</p> <p>Enrollment.studentStatus</p>
<b>Filler Field 33</b>	This field does not report.	N/A
<b>Date Exited Special Education</b>	<p>Reports the date on which the student exited the Special Education program.</p> <p>Reports when the student's Enrollment is within the report generation calendar.</p> <p><i>Date field, 10 characters (YYYY-MM-DD)</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Special Education &gt; Service Exit Date</p> <p>Enrollment.spedExitDate</p>



Element Name	Description	Location
<b>Snapshot Date</b>	<p>Reports the entered Effective Date entered on the report editor.</p> <p><i>Date field, 10 characters (YYYY-MM-DD)</i></p>	<p>PA State Reporting &gt; PIMS Extract &gt; Special Education Snapshot &gt; Effective Date</p>
<b>Filler Field 36-43</b>	<p>These fields do not report.</p>	<p>N/A</p>
<b>LRE Category/Location of Intervention</b>	<p>An indication of the extent to which students with disabilities are educated with non-disabled students.</p> <p>When the Special Education Setting field is set to one of the following, the Education Environment Percentage field reports:</p> <ul style="list-style-type: none"> <li>• 19: Inside regular class &gt;= 80% of the day</li> <li>• 20: Inside regular class 79% to 40% of the day</li> <li>• 21: Inside regular class &lt;40% of the day</li> </ul> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Special Education &gt; Special Education Setting</p> <p>Enrollment.specialEdSetting</p> <hr/> <p>Student Information &gt; Special Education &gt; Documents &gt; IEP &gt; Enrollment Status &gt; Special Ed Setting</p> <p>SEPlan.educationEnvironment</p>

Element Name	Description	Location
<p><b>Transition IEP Status Code</b></p>	<p>Reports a value of Y when the IEP Transition Plan checkbox is marked on the student's Transition State Reporting record.</p> <p>This answers the question "Does the student have a transition plan as part of their IEP?"</p> <p>Otherwise, reports a value of N.</p> <p><i>Alphabetic, 1 character</i></p>	<p>Student Information &gt; Special Education &gt; General &gt; Transition State Reporting &gt; IEP Transition Plan</p> <p>SpecialEDTransition.transitionPlan</p>
<p><b>Filler Field 46-48</b></p>	<p>These fields do not report.</p>	<p>N/A</p>
<p><b>Education Environment Percentage</b></p>	<p>Percentage of time that students spend being education in regular classrooms with non-disabled students.</p> <p>Reports the value entered on the Educational Environment 'The percentage of time student spends inside the regular classroom' field on the student's IEP. When multiple copies of an IEP exist, that latest value reports.</p> <p>This field reports ONLY when the Educational Environment (field 44, LRE Category, Location of Intervention) field reports a value of 19, 20 or 21. Otherwise, this field reports blank.</p> <p><i>Numeric, 3 (0 to 100) digits</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; IEP &gt; Educational Environment &gt; Section A checked &gt; Percent (%) field</p> <p>SEPGenericForm.vcMax3 SEPPlacementPA.percent RegularClassroom</p> <hr/> <p>Student Information &gt; Special Education &gt; Documents &gt; IEP &gt; Enrollment Status &gt; Special Ed Setting</p> <p>SEPlan.educationEnvironment</p>

Element Name	Description	Location
<b>BID School Number</b>	<p>The School Number within the LEA that is responsible for the student based on Best Interest Determination.</p> <p><i>Numeric, 4 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; BID School Number</p> <p>EnrollmentPA.bidSchoolNumber</p>
<b>BID AUN</b>	<p>The AUN of the LEA that is responsible for the student based on Best Interest Determination.</p> <p><i>Numeric, 9 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; BID AUN</p> <p>EnrollmentPA.BidAUN</p>
<b>Special Education Exit Reason</b>	<p>The reason the student exited the program.</p> <p>Reports when the student's Enrollment is within the report generation calendar.</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Special Education &gt; Exit Reason</p> <p>Enrollment.spedExitReason</p>
<b>LEP Status</b>	<p>Indicates if the student is identified as an English Learner (EL).</p> <p><i>Alphanumeric, 2 characters (Y or N)</i></p>	<p>Student &gt; Program Participation &gt; English Learners (EL) &gt; Program Status</p> <p>Lep.programStatus</p>
<b>Filler Field 54-69</b>	<p>These fields do not report.</p>	<p>N/A</p>

Element Name	Description	Location
<b>Service Provider</b>	<p>Reports the name of the school where student receives services as selected on the District of Enrollment on the student's Enrollment record.</p> <p>When the District of Enrollment field is not populated, reports the State District Number of the reporting school.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; District of Enrollment</p> <p>Enrollment.districtOfEnrollment</p> <hr/> <p>System Administration &gt; Resources &gt; District Information &gt; State District Number</p> <p>District.number</p>
<b>Location of Special Education Services</b>	<p>Reports the name of the school where Special Education Services are provided.</p> <p>Information reports from the Location of Services field on the student's enrollment record. When that field is not populated, information reports from the Alt School Number field for the school of enrollment as of the Effective Date of the report.</p> <p>When both the Location of Services and Alt School Number field are not populated, information reports from the State School Number.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Location of Services</p> <p>Enrollment.locationOfServices</p> <hr/> <p>System Administration &gt; Resources &gt; School &gt; State School Number</p> <p>System Administration &gt; Resources &gt; School &gt; Alt School</p> <p>School.altNumber School.number</p>
<b>Filler Field 72</b>	<p>This field does not report.</p>	<p>N/A</p>

Element Name	Description	Location
<p><b>Trans IEP (Comp Int Paid Work Experience)</b></p>	<p>Reports a value of Y when the Competitive Integrated Paid Work checkbox is marked on the student's Transition State Reporting record.</p> <p>This answers the question "Did the student participate in a competitive integrated paid work experience?"</p> <p>Otherwise, reports a value of N.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Student Information &gt; Special Education &gt; General &gt; Transition State Reporting &gt; Competitive Integrated Paid Work</p> <p>SpecialEDTransition.competitiveIntegratedPaidWork</p>
<p><b>Trans IEP (Job Coaching)</b></p>	<p>Reports a value of Y when the Individual Job Coaching Paid checkbox is marked on the student's Transition State Reporting record.</p> <p>This answers the question "Did the student participate in individual job coaching services funded by the school in a paid work experience?"</p> <p>Otherwise, reports a value of N.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Student Information &gt; Special Education &gt; General &gt; Transition State Reporting &gt; Individual Job Coaching Paid</p> <p>SpecialEDTransition.indvidJobCoachingPaid</p>

Element Name	Description	Location
<b>Trans IEP (Competitive Integrated Employment Goal)</b>	<p>Reports a value of Y when the Integrated Employment Goal checkbox is marked on the student's Transition State Reporting record.</p> <p>This answers the question "Does the student have an outcome goal of competitive integrated employment?"</p> <p>Otherwise, reports a value of N.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Student Information &gt; Special Education &gt; General &gt; Transition State Reporting &gt; Integrated Employment Goal</p> <p>SpecialEDTransition.integratedEmploymentGoal</p>
<b>Trans IEP (Competitive Integrated Employment)</b>	<p>Reports a value of Y when the Employed Competitive Work Setting checkbox is marked on the student's Transition State Reporting record.</p> <p>This answers the question "Upon exiting high school, was the student employed in a competitive integrated setting?"</p> <p>Otherwise, reports a value of N.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Student Information &gt; Special Education &gt; General &gt; Transition State Reporting &gt; Employed Competitive Work Setting</p> <p>SpecialEDTransition.employedCompetitiveWorkSetting</p>
<b>PASA Testing Agency AUN</b>	<p>The AUN district conducting the PASA.</p> <p><i>Numeric, 9 digits</i></p>	<p>Student Information &gt; General &gt; Enrollment &gt; State Reporting Fields &gt; PASA Testing Agency AUN</p> <p>EnrollmentPA.pasaTestingAUN</p>
<b>Filler Field 77-79</b>	<p>These fields does not report.</p>	<p>N/A</p>

Element Name	Description	Location
<b>Race/Ethnicity</b>	The student's race/ethnicity code.  <i>Numeric, 1 digit</i>	Census > People > Identities > Race Ethnicity  Identity.raceEthnicity

## Previous Versions

- [Special Education Template \(Pennsylvania\) \[.2247\]](#)
- [Special Education Template \(Pennsylvania\) \[.2243\]](#)
- [Special Education Template \(Pennsylvania\) \[.2239\]](#)
- [Special Education Template \(Pennsylvania\) \[.2223 - .2235\]](#)